



## Los Angeles County Chief Executive Office

---

### ***Class Specification:*** GEOGRAPHIC INFORMATION SYSTEMS MANAGER II

**ITEM NUMBER:** 4418

**APPROVAL DATE:** 07/31/2012

#### **DEFINITION:**

Manages a division or section responsible for providing geographic information systems (GIS) products and services including the development and maintenance of GIS applications, tools, and databases to meet departmental or County-wide operational and decision-support needs; serves as expert to departmental managers on the uses to GIS technologies to enhance business efficiencies.

#### **CLASSIFICATION STANDARDS:**

Positions allocable to this second level management class are assigned in either a central or departmental GIS division or large section, receive direction from a higher-level administrative manager and are responsible for the timely, efficient and cost effective delivery of GIS applications, products, services and/or data to meet departmental/County programmatic and operational needs. Incumbents serve as the highest level GIS manager in their departments. Work requires an expert knowledge of the uses and operations of GIS technology and solutions and the ability to develop plans and originate approaches to meet user needs in a highly effective manner. Assignments are made in terms of County and/or departmental business objectives, policies and cost/budget parameters. Completed work is evaluated in terms of fulfillment of section objectives to support departmental policy objectives and program goals.

Positions in this class differ from those in the lower level class of GIS Manager I in that incumbents in the class of GIS Manager I may report to a GIS Manager II and are responsible for supervising and managing a section primarily engaged in building and maintaining GIS databases and layers and producing timely, accurate and cost effective GIS products and services to meet the operational needs of departments and informational needs of other customers.

#### **EXAMPLES OF DUTIES:**

##### **ESSENTIAL DUTIES:**

Performs spatial analyses such as buffering, spatial overlays and distance calculations using established methods and procedures.

Writes reports and prepares custom maps and other GIS products.

Plans, organizes, controls, integrates and evaluates the work of the assigned division or section; with staff, develops, implements and monitors work plans to achieve goals and objectives.

Develops or contributes to development of the division/section budget and monitors expenditures against budget; participates in the development, implementation and evaluation of departmental goals and objectives.

Serves as a technical expert to departmental managers and advises on the design and uses of GIS technologies and products that will enhance business processes and support for decision and policy making.

Supervises and oversees development, implementation and evaluation of programs, work processes, systems, policies and procedures to achieve annual goals, objectives and work standards.

Meets with customers to establish project and assignment priorities; works with users to identify specific requirements for projects and products to meet their needs; develops billing cost estimates for customer product and service requests.

Manages the design, development, enhancement and delivery of GIS products and services to meet on-going and ad-hoc business and information needs; manages development and maintenance of geospatial data layers and databases; manages and may participate in the design and development of GIS applications and tools to automate processes and facilitate analyses and reporting.

Reviews the work of staff to ensure requirements and standards have been met; reviews GIS products for accuracy, completeness and aesthetics and for compliance with customer requirements.

Coordinates the delivery of services and sharing of data with other departments and outside entities.

Oversees or performs complex technical work associated with projects and on-going assignments; researches alternatives and recommends appropriate, cost effective technology solutions.

Works with departmental customers and central agency staff in planning, design, development, configuration, testing, implementation and maintenance of large-scale GIS applications and web portals, backend processing modules and associated data layers and databases.

Oversees and participates in the design, development, integration and maintenance of GIS database architectures, data layers and databases; performs highly complex analytical projects, including spatial and other analyses and forecast modeling; writes reports and prepares complex maps and other GIS products.

Analyzes, researches, develops, implements and maintains processes for enhancing

the utilization of GIS technologies and solutions to support department/County business requirements and GIS initiatives.

Stays abreast of new and emerging GIS and data management technologies and participates in evaluating and recommending on their potential and compatibility with County GIS needs and technology environment.

Analyzes and evaluates technology solutions to ensure their consistency and integration with County technology standards; participates in developing enterprise GIS policies, standards and procedures.

Prepares and evaluates proposals, bids, contracts and service agreements for GIS software, equipment and consulting services or participates in doing so; may administer contracts.

Guides and mentors other GIS professionals; develops training materials and conducts training for GIS professionals; serves as an expert resource and provides advice to other departments or agencies on complex technical GIS issues.

May serve on steering committees and advisory groups to foster cooperation and ensure consistent practices for storage and sharing of geospatial data.

May conduct technical training for GIS staff and other users on the uses and operations of GIS systems and databases.

### *MINIMUM REQUIREMENTS:*

### **TRAINING AND EXPERIENCE:**

#### **Option 1**

Two years of experience supervising and managing a section comprised of professional and technical staff engaged in building and maintaining GIS databases and layers and producing timely, accurate and cost effective GIS products and services to meet the operational needs of departments and informational needs of other customers at the level of Los Angeles County GIS Manager I.

#### **Option 2**

Five years of progressively responsible experience leading complex GIS application and database projects and analytical assignments to meet broad scale business, information and decision-support requirements; two years must be at the level of Los Angeles County GIS Specialist.

#### **Option 3**

A Bachelor's degree from an accredited college or university with a major in geographic information systems, GIScience, geography or a closely related field that

required equivalent coursework in geographic information systems - AND - at least seven years of experience in the uses and operations of geographic information systems, including at least three years of experience performing complex GIS application and database projects and highly complex analytical assignments to meet broad scale business, information and decision-support requirements. An advanced degree in geographic information systems, GIScience, geography or a closely related field that required equivalent coursework in geographic information systems may be substituted for two years of the required experience.

**LICENSE:**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**PHYSICAL CLASS:**

2 - Light.

Positions within this class require light physical effort that may include occasional light lifting to a 10 pound limit and some bending, stooping, or squatting. Considerable walking may be involved.